

PCARD NON-ALLOWABLE LIST

Many items available at merchants cannot be purchased with the P-Card due to existing state contracts and restrictions imposed by Constitutional Amendments. We have developed the following list to make users aware of restricted items. This list may not include all non-allowable items and is subject to change. If in doubt, contact Procurement Services.

Amendment 54 Items – wet ink on paper via a printing press

- Printing

Personal Items

- Alcoholic Beverages
- Bottle Water
- Candy, Soft Drinks and Food-Allowable with Controller's Approval
- Coffee
- Decorative Items
- Flowers/Plants/Greeting Cards
- Narcotics/Prescriptions and other over the counter medication
- Party/Holiday Decorations
- Plaques/Awards
- Supplies and Food for birthday & other celebrations

Internal Vendors/Service Providers

- Facilities Management/Physical Plant
- Ebay
- Food Services (all locations)
- Community Education/Lake Point

Contract Items

- Air Conditioners
- Ammunition
- Capital Equipment-Commodity purchases \$5,000.00 and above (including taxes and freight)
- Cell phones
- Envelopes – Plain or Printed
- Letterhead and Envelopes
- Furniture
- Paper towels
- Software-Microsoft and Adobe products
- Stock Continuous Blank Labels
- Telephones, Telephone Headsets or Cell Phones
- Toilet tissue
- Tires
- Vehicles-new or used
- Office Supplies (P-card may be used on Goddess Website and Staples Advantage)

Other

- Airfare or other Travel Expenses
- Capital Equipment \$5000 or greater (including taxes and freight)
- Car Rental
- Cash Advances
- Space Heaters
- Candles
- Construction or Remodeling
- Fuel/Gasoline
- Gifts/Contributions/Sponsorships/Pledges

- Gift Certificates/Gift Cards/Shopping Cards
- Hotel/Motel Lodging
- Internet Service/Cell Phone Service
- Items for Non-University Purposes
- Medical Service
- Personal Purchases
- Phone Cards
- Registration Fees for Travel
- Restaurants

Agreements/Licensing

- License Upgrades for Microsoft and Adobe
- Maintenance Agreements requiring signature
- Service Agreements requiring signature
- Software Licensing for Microsoft and Adobe
- Terms & Conditions

Purchases over departmental approval limit may be allowed in some cases but approval from appropriate Vice President must be included with the PCard log and if necessary an inventory notification form be completed for Administrative Services.

Promotional/Logo Items

- Promotional items are only allowed with prior approval of the Controller
- Logo items must have the approval of University Relations